



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Job Title

Department: COMMUNITY DEVELOPMENT CORPORATION

Classification: COMMUNITY CONNECTOR ENVIRONMENTAL SERVICES TEAM MEMBER

Reports to: COMMERCIAL CORRIDOR MANAGER

JOB DESCRIPTION

Summary:

Lancaster Avenue Cleaning Program

A portion of PEC's economic development program for the Lancaster Avenue commercial corridor involves assisting the business community by the cleaning of sidewalks and street. The first objective is to remove trash and debris from the designated area on Lancaster Avenue from 34th Street to 48th Street. This project will ensure that the sidewalks and out to 18 inches into the street will be swept clean, including storm inlets. Under this program, In addition, PEC will undertake other public space maintenance activities, litter reduction campaigns and community engagement by visiting, engaging and distributing materials to the businesses along the Lancaster Avenue Corridor on a monthly basis. The additional objective includes the administering of and Business Assessment Survey and development of a sustainability plan and updating the Lancaster Avenue Corridor businesses list on PEC's LancasterAvenuePhilly website.

Essential Duties and Responsibilities:

Assist the Commercial Corridor Manager and Crew Supervisor in the implementation of the Lancaster Avenue Cleaning Program. This includes cleaning of pavements, roadway and other public areas on or just adjacent to Lancaster Avenue. Will assist with the collection of data related to the program and conducting outreach to business owners. Updating the business' list on the website. Assist with seminars and workshops given by the Commercial Corridor Manager for the Lancaster Avenue Corridor businesses. Complete the daily the Litter Index Scoresheet.

Competency Categories:

Must be pleasant, neat, a self-starter and well-organized. Good written and verbal communication skills. Proficient computer skills, proficient in MS Office, Word and/or Excel and office machines such as fax and copiers. Must be physically able to walk for long periods of time, able to lift 40lbs, good team worker who pays attention to detail, possesses good safety awareness, and is reliable.

Required Education and Experience:

High School Diploma or G.E.D. plus a minimum of one year of community outreach programming.

Preferred Education and Experience:

Community Outreach.

Work Environment:

The majority of the work is outdoors, cleaning of pavements, roadway and other public areas on or just adjacent to Lancaster Avenue Commercial Corridor and disposing of the debris. And on inclement weather days you will be indoors updating lists, assisting with community outreach, and helping to prepare for upcoming commercial corridor events.

Physical Demands:

Must be physically able to walk for long periods of time, pushing a wheeled trashcan along the commercial corridor avenue and able to lift 40lbs.

Hours:

Up to 20 hours per week – Part Time: Monday-Saturday, with an early start.

Salary Rate:

\$12 - \$13 per hour

Interested applicants should send resumes to: ybraxton@pec-cares.org

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.